

**Missouri Department of Natural Resources
Air Pollution Control Program**

**Instructions for the Part 70 Operating Permit
Compliance Certification and Monitoring Report Forms**

Introduction

Operating Permit Reporting Requirements

- All installations that have received a Part 70 Operating Permit must submit compliance reports as required by 40 CFR Part 70 – Sections §70.6(a)(3)(iii) and §70.6(c)(5), 10 CSR 10-6.065(6)(C)1.C(III) and 10 CSR 10-6.065(6)(C)3.E.
- The Annual Compliance Certification and the Semi-Annual Monitoring Reports are the minimum reporting requirements for the Part 70 Operating Permits. The installations are required to submit these reports once the installation has been issued a Part 70 Operating Permit. The Operating Permit may also require the installation to submit additional reports (Exceedance Reports, MACT Reports, Performance Test Reports, Compliance Plan Updates, etc.).

When and where must the reports be submitted?

- The Annual Compliance Certification for the Part 70s must be submitted to the Missouri Department of Natural Resources Air Pollution Control Program, EPA Region VII, (and Local Agency if applicable) by April 1 of each year.
- The Semi-Annual Monitoring Report must be submitted to the Missouri Department of Natural Resources Air Pollution Control Program (and Local Agency if applicable) by April 1 and October 1 of each year.
- Other Reports shall be submitted as specified in the permit conditions, MACT standards or compliance plans. Monitoring requirements which require reporting more frequently than semi-annually shall report no later than thirty (30) days after the end of the calendar quarter in which the measurements were taken.

Mailing Addresses:

EPA Region VII
Missouri Air Compliance Coordinator
901 N. 5th Street
Kansas City, KS 66101

Missouri Department of Natural Resources
Air Pollution Control Program
Enforcement Section Chief
P.O. Box 176
Jefferson City, MO 65102

If you are located at a local agency:

City of St. Louis
Division of Air Pollution Control
1415 North 13th Street
St. Louis, MO 63106

Kansas City Health Department
Air Quality Section
2400 Troost Avenue, 3rd Floor
Kansas City, MO 64108

St. Louis County
Air Land & Water Branch
Air Pollution Control Section
111 South Meramec
Clayton, MO 63105

Springfield-Greene County DOH
Air Pollution Control Authority
227 East Chestnut Expressway
Springfield, MO 65802

What needs to be submitted?

Please submit the following parts of the Monitoring Report form:

- Annual Compliance Certifications - Parts 1 and 2 (and parts 3 and 4 if applicable).
- Semi-Annual Monitoring Report – Parts 1 and 2 (and parts 3 and 4 if applicable).
- Exceedance Report – Parts 1 and 3 and/or the supplemental information required by the specific permit conditions for the quarterly reports and CEMS/COMS reports.

If more space is needed to describe the information requested in the attached forms, please attach additional pages with the requested information.

What if I have questions?

If the installations have questions regarding the completion of these forms, please feel free to contact one of the following:

- Missouri Department of Natural Resources
Air Pollution Control Program – Enforcement Section 573-751-4817
- Environmental Assistance Program – Jefferson City 800-361-4827
- Environmental Assistance Program – Kansas City 816-622-7000
- Environmental Assistance Program – St. Louis 314-301-7600
- City of St. Louis Local Agency 314-613-7300
- Kansas City Health Department Local Agency 816-513-6314
- St. Louis County DOH Local Agency 314-615-8923
- Springfield-Greene County DOH Local Agency 417-864-1662

Part 1 – Installation Information and Certification

All installations must complete Part 1 of the Compliance Certification and Monitoring Report form. This information is required even if the installation has no monitoring deviations during the reporting period. This information includes:

- FIPs ID # - This is a unique three digit number that has been assigned to each county in the state. If the installation is uncertain of the FIPs ID #, please examine the attached county listing to find the corresponding number for the respective county.
- Plant ID # - This is a unique four digit number that has been assigned to each plant in each county of the state. If the installation is uncertain of the Plant ID#, please contact the APCP.

- Installation name.
- Installation location (street address and city) – Physical location of the plant.
- Operating Permit Number – This is a unique number printed on the cover page of the operating permit.
- Date the Operating Permit was issued – This is the effective date on the cover page of the operating permit.
- Type of Report (Annual Compliance Certification, Semi-Annual Monitoring Report, or Exceedance Report. The Annual Compliance Certification can also fulfill the reporting requirements for the Semi-Annual Monitoring Report. If the installation is submitting an Annual Compliance Certification and would like the report to also be utilized as the Semi-Annual Monitoring Report, please check the box “Yes.” If the installation checks “No,” a separate Semi-Annual Monitoring Report must be submitted. If the Report required by the operating permit is something other than those listed above, please check the appropriate box (Other) and provide a brief explanation of the report.
- Reporting Period - Please indicate the reporting period of the Annual Compliance Certification or Semi-Annual Monitoring Report. The applicable reporting periods for the Annual Compliance Certification or Semi-Annual Monitoring Report are as follows:

January 1 through December 31	Annual Compliance Certification due by April 1
January 1 through June 30	Monitoring Report due by October 1
July 1 through December 31	Monitoring Report due by April 1

If the installation is submitting its first report under these requirements, the reporting period extends from the date the Permit was issued until the end date of the applicable reporting period.

Example

Permit Issued: May 7, 2000
 First Reporting Period: May 7, 2000, through June 30, 2000
 First Report Due: October 1, 2000
 Next Reporting Period: July 1, 2000, through December 31, 2000
 Next Report Due: April 1, 2001

- Responsible Official – Name, Title, Mailing Address and Phone Number
- Permit Contact Person – Name, Title, Mailing Address and Phone Number
- Information Changes - Please indicate in the appropriate check box whether any of the installation information (Name change, responsible official, permit contact person, etc.) has changed since the issuance of the Operating Permit.
- Certification - The Responsible Official for the installation must sign and date the Compliance Certification or Monitoring Report, and include the Statement of Certification. This certification is located at the bottom of page 1 of the form.

Part 2

All Part 70 installations must complete Part 2 of the Compliance Certification and Monitoring Report Form for the Semi-Annual Compliance Report and Annual Compliance Certification. Part 2 provides a format for summarizing the installation’s compliance status with the different

parts of the Operating Permit. A series of “Yes” and “No” check boxes allows the installation to provide a brief summary of the compliance status for the reporting period. If the installation checks “Yes” in any of the deviation questions, the installation must complete Part 3 of the Monitoring Report.

Part 3 – Deviations from Required Monitoring

A deviation is any failure to meet a permitted level, monitoring term or condition in the Operating Permit. For any monitoring deviations experienced during the reporting period, the Monitoring Report must include the following:

- FIPs ID #
- Plant ID#
- Reporting Period
- Permit Condition (as indicated in the operating permit)
- Pollutant (as indicated in the operating permit)
The more common pollutants are listed below: PM, CO, NO_x, VOC, SO_x, Lead, and HAPs. The HAPs are regulated on a group and singular basis. If a specific HAP is regulated, list it as follows: HAP – Toluene.
- Monitored Level (as measured by the monitoring techniques)
Examples of monitored levels are 7 – 15% for opacity, 3.0 – 4.8 lbs/hr for particulate matter, 2.3 Tons/Year for HAPs, etc.
- Monitoring Method
The following Monitoring Method abbreviations can be utilized in the table:

<u>Method</u>	<u>Abbreviations</u>
Continuous Emission Monitoring System	CEMS
Continuous Opacity Monitoring System	COMS
No Visible Emissions (Method 22)	NVE
Opacity Observations (Method 9)	OO
Operation & Maintenance Plan	OMP
Record keeping Requirements	RR
Reporting Requirements	RPT
Source Testing	ST
Other Method to Determine Compliance	OTHER

If OTHER is utilized in the table, please explain in the monitoring comment field.

- Deviation Description - A Brief description of the type of deviation observed.
- Deviation Date - The date on which the deviation occurred.
- Deviation Duration - The amount of time for which the deviation occurred. Examples of deviation duration are 6 minutes, 5 hours, 3 days, etc.
- Cause of Deviation - What circumstances led to the deviation. Examples of causes for deviation are: control device was not operational, bag broke on a baghouse, misfeed in the production line, etc.
- Corrective Action - What was done by the installation to correct the deviation and to prevent the deviation from occurring again.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.

Part 4 – Deviation Report Summary

This form is required with the Annual Compliance Certification and Semi-Annual Monitoring Report if any additional deviation or exceedance reports have been submitted to the Missouri Department of Natural Resources – Air Pollution Control Program.

This form allows the installation to reference other reports rather than resubmitting information about deviations or exceedances. For each additional report referenced, please include the following information: Permit Condition, Reporting Requirement and the Date the report was submitted to the MDNR – APCP.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.